

Department of Spanish and Portuguese
Priority Registration Process for MINORS for FALL 2010

Please read this entire message. You are responsible for understanding and following all of the instructions contained in this email.

Group Advising and Advising Appointments are ONLY for DECLARED MINORS and registration for SPAN251 and above and PORT305 and above. We will NOT accept new minors between Tues, March 22 and Mon, May 3, 2010.

If you are away from the University on approved leave this semester, pay particular attention to instruction #7.

Teresa's regular advising hours will be changed to accommodate the Priority Registration Advising Schedule. Some weeks she will only be available one hour/day for walk-ins, so please see her with anticipated complications BEFORE Priority Registration Begins. You can check her updated hours at <http://w3.coh.arizona.edu/spanadvise/>.

- 1) **GROUP ADVISING.** This is ONLY for minors who need to register for the following courses:

SPAN 251, 253, 323, 325, 330, 333, 350, 352
 PORT 305a, 325a, 350, 4xx

You MUST attend one of the Group Advising sessions below in order to register online for classes. Each session lasts 10 minutes and can accommodate up to 100 students.

Tues, March 2, AME S 202	10-10:10, 10:15-10:25, 10:30-10:40, 10:45-10:55 11-11:10, 11:15-11:25, 11:30-11:40
Wed, March 3, EDUC 353	3-3:10, 3:15-3:25, 3:30-3:40, 3:45-3:55 4-4:10, 4:15-4:25, 4:30-4:40
Thurs, March 4, CHEM 134	3-3:10, 3:15-3:25, 3:30-3:40
Mon, March 8, EDUC353	3-3:10, 3:15-3:25, 3:30-3:40, 3:45-3:55 4-4:10, 4:15-4:25, 4:30-4:40
Wed, March 10, EDUC353	3-3:10, 3:15-3:25, 3:30-3:40, 3:45-3:55 4-4:10, 4:15-4:25, 4:30-4:40

In the group advising sessions, advisors will quickly review the Spanish and Portuguese Minor degree reqs. Then, you will be asked to sign a sheet corresponding to the courses you want to register for.

If you have registration holds you should still attend a group advising session to get access to the courses.

- 2) After the Group Advising, advisors will check that you meet the preqs for the courses and give you permission to register via WebReg. **YOU WILL BE RESPONSIBLE FOR ENROLLING** on WebReg for these courses during your priority registration period. **YOU WILL BE RESPONSIBLE** for understanding the preqs for a course. If you attempt to register for a course for which you do not meet the preqs, you will **NOT** be given access and you will **NOT** be able to meet with an advisor until **AFTER** priority registration (May 3, 2010).

If you attend a group advising session and follow the instructions above, you do **NOT** need to schedule an advising appt.

- 3) **ADVISING APPTS.** This is **ONLY** for minors who need to register for classes **NOT** listed above and for IDS majors with a Spanish concentration. To schedule a registration advising appointment, you must use the sign-up sheet outside of MLNG 522. Available times are **Appointments WILL NOT be taken via phone or email.** Students may begin scheduling appointments Wednesday, March 10.

Appointments will be scheduled the **WEEK PRIOR** to your [University Priority Registration](#) as follows:

Athletes & Seniors:	March 22 – March 26
Seniors:	March 29 – April 2
Juniors and Honors College:	April 5 – 9
Sophomores:	April 12 – 16
Freshmen:	April 19 – 23

Advisors will **ONLY** see Seniors during Senior advising, Juniors during Junior advising, etc. If you have registration holds you should still come in to get access to the courses.

You must bring a current (no older than 1 week), printed copy of your SAPR with you to your advising appointment. If you do not have a printed copy of your SAPR, your advisor **WILL NOT** meet with you and you **WILL NOT** be able to enroll for your courses on WebReg.

- 4) After meeting with an advisor you will be given access to register for your minor courses via WebReg. **YOU WILL BE RESPONSIBLE FOR ENROLLING** on WebReg for these courses during your priority registration period.

- 5) We will enforce prerequisites so you should NOT ENROLL in any class unless you have the prerequisite and have been given permission to enroll. The Department of Spanish and Portuguese reserves the right to administratively drop any student from a course in which they are enrolled if they DO NOT meet the prerequisites.
- 6) To be eligible to register for SPAN and PORT courses, you MUST HAVE COMPLETED (with a grade EARNED) or be CURRENTLY ENROLLED in the prerequisite for the course.
- 7) If you are a declared MINOR on **study abroad or approved leave** for the Spring 2010 semester and plan to return in Fall 2010, you will need to email Teresa Lorenz at tlorenz@email.arizona.edu prior to the beginning of your priority registration period with a list of courses you are currently enrolled in this semester. An advisor will then review your SAPR and email you a list of courses that you are eligible to take. You will then send a confirmation email to Teresa regarding the courses you want to take and you will be given access to those courses. **PLEASE INCLUDE YOUR FULL NAME, SID AND A CONTACT NUMBER IN ALL COMMUNICATION WITH ADVISORS.**
- 8) Course descriptions and prerequisites are available at <http://catalog.arizona.edu/2009-10/courses/aaindex.html>.
- 9) Degree requirements for minors admitted Fall 2009 and later are available at <http://w3.coh.arizona.edu/spanish/academic/pdf/Copy%20of%20Course%20Reqs%20fall%202009%20and%20later.pdf>. For minors admitted Spring 2009 and earlier <http://w3.coh.arizona.edu/spanish/academic/pdf/Course%20Reqs%20Before%20Fall%202009.pdf>.
- 10) Any questions or concerns can be sent to Teresa Lorenz at tlorenz@email.arizona.edu.